

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Police Recruit****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs all instructional and other requirements in the police academy in order to graduate and become a Police Officer I.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Acquires knowledge and acclimation necessary to become a Police Officer I by completing physical inspection requirements, attending classroom instruction, taking notes, contributing to discussion, taking academic tests, passing physical tests, and participating in practical exercises.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	Valid Driver's License. Must successfully pass all entry level testing and assessments.
Reading	Work requires the ability to read forms, documents, manuals, class notes, maps and warrants.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write notes, fill out paperwork, and generate reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. Works under close supervision for evaluative purposes.
Interpersonal / Human Relations Skills	Work requires the ability to interact with peers, instructors, and other persons in a courteous manner which facilitates the training process.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During exercises
Sitting	F	During classroom instruction
Walking	F	To and from activities
Lifting	O	Supplies and equipment
Carrying	O	Supplies and equipment
Pushing/Pulling	O	Equipment and exercises
Reaching	O	For equipment
Handling	O	Paperwork
Fine Dexterity	F	Writing, shooting a firearm
Kneeling	O	Exercising, shooting a firearm, skills testing
Crouching	O	Exercising, shooting a firearm
Crawling	R	Obstacle courses
Bending	F	Stretching exercises, skills testing
Twisting	F	Stretching exercises, skills testing
Climbing	O	Obstacle courses
Balancing	F	On ladders
Vision	C	Reading, observing surroundings
Hearing	C	Communicating in the classroom
Talking	C	Communicating in the classroom
Foot Controls	R	Driving
Other (specify)	O	Running: physical fitness

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office and police vehicle equipment. Computer systems and hardware, handcuffs, exercise equipment, notebooks.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	W
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	M
Explosives	M	Wetness/Humidity	S
Communicable Diseases	S	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Training facilities

PROTECTIVE EQUIPMENT REQUIRED:

Firearm, baton, OC Spray, eye and ear protection, training and head gear, mouth guard, protective cup, protective ballistic vest, handcuffs

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)